

# DEPUTY COMMUNITY SERVICES DIRECTOR – SOCIAL SERVICES

## **Purpose:**

To actively support and uphold the City's stated mission and values. To perform professional administrative work in the management, organization and coordination of the programs and activities of the Social Services Division.

# **Supervision Received and Exercised:**

Receives direction from the Community Services Director.

Exercises direct supervision over professional, technical and clerical staff.

#### **Position Information:**

The role of the Deputy Community Services Director – Social Services is to administer and oversee the department's activities in the areas of counseling and diversion services, CARE 7 program, prevention and youth resources, senior resources, Kid Zone and multigenerational centers. The Deputy Community Services Director – Social Services determines divisional policies, plans long term programs, manages the division's budget and handles complex administrative duties.

In addition, the Deputy Community Services Director – Social Services assists in developing and promoting a solid relationship with the general public, City Council, City Manager, boards and commissions, employee groups, other City departments, and other government entities.

#### **Essential Functions:**

Duties may include, but are not limited to, the following:

 Recommend Division goals and objectives; assist in the development of policies and procedures; develop and administer programs designed to meet the special needs of youths, adults and families in the community.

## CITY OF TEMPE

Deputy Community Services Director - Social Services (continued)

- Direct, oversee and participate in the development of the Division work plan; assign
  work activities, projects and programs; monitor work flow; implement policies and
  procedures; review and evaluate work products, methods and procedures.
- Consult with school and training agency officials, police, probation and public assistance workers, and public and private agency officials to seek assistance and find solutions to participant problems.
- Prepare the Division budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials, and supplies; administer the approved budget.
- Select, train and evaluate personnel; conduct and review performance evaluations; work with employees to correct deficiencies; implement discipline procedures; recommend employee terminations.
- Promote a workforce and inclusive environment that represents and values diversity of people and ideas.
- Participate on a variety of committees relating to Division programs and activities; prepare and deliver presentations to civic and community groups about Division programs.
- Attend and participate in monthly staff meetings; confer with the City Attorney, City Prosecutors and City Managers in resolving special program issues; prepare and submit reports regarding the progress of program participants and the overall program.
- Respond to and resolve difficult and sensitive resident inquiries and complaints.
- Provide technical assistance to staff, groups and agencies.
- Serve as a faculty member of the Tempe Learning Center.
- Perform related duties as assigned.

## **Minimum Qualifications:**

#### **Experience:**

Five years of increasingly responsible professional experience in human services, public administration or related field, including two years of supervisory and administrative responsibility in social services or a directly related to the core functions of this position.

## CITY OF TEMPE

Deputy Community Services Director - Social Services (continued)

#### **Education:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in social work, criminal justice, sociology, education, psychology and/or a degree related to the core functions of this position. A Master's degree is highly desirable.

#### Licenses/Certifications:

None

# **Examples of Physical and/or Mental Activities:**

(Pending)

## **Competencies:**

(Pending)

Job Code: 018

Status: Exempt / Unclassified